

The Henry County Clerk's Office has a full-time opening for position of Deputy Clerk/Child Support. This position is a full-time, non-exempt, and a 35-hour work week. This position pays an annual salary of \$30,529.

The incumbent serves as Deputy Clerk/Child Support for the Henry County Clerk's Office, responsible for completing a variety of file preparation, data entry, and public service duties to ensure proper processing and collection of child support. A job description is attached for view of duties and requirements.

If interested in applying for the position of Deputy Clerk/Child Support, please submit an application (attached) and resume, to include three (3) professional references, via email, to [jgrubbs@henryco.net](mailto:jgrubbs@henryco.net) on or prior to Friday, January 22, 2021, at 3:00 p.m.

*Henry County Government Offices is an Equal Employment Opportunity Employer*

Attachments (2)

Posted on Tuesday, January 12, 2021, at 12:15 p.m.  
Remove on Friday, January 22, 2021, at 3:00 p.m.



Creates child support reports and printouts, certifies Court documents, and submits reports to the State.

Maintains 1075 Tax Information Security Guidelines, Computer Access and User Agreement, Shred Log, Visitor Log, and ISETS User ID.

Receives, records, and receipts various payments on child support, maintenance, blood tests, and medical tests. Balances cash drawer with report at the end of each day.

Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, taking messages, and/or directing callers to appropriate individual or department.

Pulls files needed for Court, the public, and Child Support Division. Maintains accurate Court files and enters information on computer. Prepares, certifies, copies, and distributes a wide variety of documents as requested.

Scans all Court documents into Odyssey computer system.

Receives, opens, sorts and distributes incoming mail, pulls corresponding files for Court, and prepares outgoing mail as appropriate.

Opens new cases for all Courts, such as civil, criminal, estates, guardianships, mental health, and juvenile.

Processes all legal documents coming for/from Circuit Court 1.

Processes all civil filings, including Proceeding Supplementals, Orders to Appear, Contempt Citations, Alias Notices of Claims, bankruptcies and other filings as submitted by attorneys or plaintiffs. Enters hearing dates, and copies and distributes by Sheriff or certified/signature confirmation.

Processes service in new cases, Proceeding Supplementals, Orders to Appear and/or Show Cause, Contempt Citations, and Modifications by Sheriff, certified mail, signature confirmation, or Notice by Publication in assigned Court.

Updates fees/financial data, bankruptcies, judgments set aside, and final orders on Odyssey.

Assists with County Election process as required.

Maintains Record of Judgments and Order Book (RJO).

Occasionally testifies in legal proceedings/court.

Performs duties of other co-workers in their absence or as needed to maintain department operations.

Periodically attends training/conferences as scheduled by Henry County Clerk.

Performs related duties as assigned required by law.

#### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Must have the ability to be bonded by the County.

Knowledge of standard practices and legal requirements of the Clerk's Office and child support operations, and ability to effectively respond to inquiries, take payments, and apply appropriate procedures accordingly.

Knowledge of legal terminology and standard policies and procedures concerning preparation and filing of Court documents, with ability to effectively retrieve, update, and review Department files for accuracy and completeness.

Working knowledge of standard office procedures and computer software programs used by the Clerk's Office, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, documents and written reports.

Knowledge of basic filing systems and ability to create and maintain department files/records.

Ability to perform the statutory duties as prescribed for the County Clerk's Office as authorized by the Clerk.

Ability to operate standard office equipment, including computer, calculator, fax machine, postage meter, copier, telephone, and scanner.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Courts, Department of Child Services (DCS), State Central Collection Unit, attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/difficult persons.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to compile, compare, classify and analyze data, and make determinations based on data analysis.

Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Ability to work with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules and deadlines.

Ability to establish priorities and accomplish multiple tasks in a limited time.

Ability to apply knowledge of people/locations, plan/layout work assignments, and manage time and resources effectively.

Ability to occasionally work extended hours and/or evenings and occasionally travel out of town for training, but not overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs duties according to standard Department policies and practices, with work priorities primarily determined by supervisor and service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual or unprecedented matters. Incumbent receives indirect or occasional supervision and has moderate flexibility in the job. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Errors in incumbent's work are primarily detected or prevented through standard bookkeeping checks, procedural safeguards, and/or notification from Courts/attorneys/public. Undetected errors could result in loss of time to correct error, work delays in other departments, and/or inconvenience to other agencies or the public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, Courts, DCS, State Central Collection Unit, attorneys, and the public for purposes of exchanging/explaining information and maintaining cooperative work relationships.

Incumbent reports directly to Chief Deputy.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting & walking at will, keyboarding, lifting/carrying boxes/ledgers weighing under 25 pounds, pushing/pulling objects, reaching, bending, crouching/kneeling/stooping, climbing ladders in file room in basement, close/far vision, color/depth perception, handling/grasping/fingering objects, hearing/communication, and speaking clearly. Incumbent maintains frequent contact with the public and may be exposed to irate/difficult persons. Incumbent occasionally works extended hours and/or evenings, and occasionally travels out of town for training/conferences, but not overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Deputy Clerk/Child Support for the Clerk's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes\_\_\_\_ No\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name